



CITY OF REDMOND
PREP APPLICATION REQUIREMENTS FOR:

CAO EXEMPTION for STREETS AND/OR UTILITIES

Project Name: _____

Project Contact Name: _____

PREP File Number: PRE _____

Submittal Date: _____

Development Review Staff Present: _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **February 2007**.

I. Intake Procedure:

Staff will review the submittal package at a pre-scheduled intake meeting to ensure that each item below is included in the application, and that the application is a code compliant application. Applications that are not code compliant and/or incomplete will not be accepted.

Staff Use Only

C=Complete/Code Compliant

I=Incomplete/Non code compliant

N=Not Applicable

II. General Requirements

C/I/N

A. Completed General Application Form <u>and</u> Project Contact Form	
B. Application Fees	
C. Pre-Application Information including dates of most recent pre-application meetings for both DRB and Technical Committee (needed for fee credits) and pre-application file number(s).	
D. Completed CAO/SEPA Fee Worksheet	
E. One copy of an 8-1/2" x 11" vicinity map drawn to City of Redmond Submittal Standards (suitable for public notice)	
F. One copy of an 8-1/2" x 11" site layout plan drawn to City of Redmond Submittal Standards (suitable for public notice)	
G. Five (5) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. You must provide a completed SEPA application form even if the project is exempt from SEPA.	

H. All plan sets shall be submitted on sheet sizes no larger than 22x 34. All plans must be drawn at an engineering scale of 1" = 50' unless otherwise indicated or approved by staff.	
I. All plans must make a distinction between existing and proposed features/improvements.	
J. For large sites, five (5) copies of a site plan showing the entire site on one 22" x 34" sheet	
K. Copy of signed PREP Memorandum of Understanding	
M. Completed Attachment A	

III. Site Plan/Supporting Documents Requirements

All plans and materials must demonstrate compliance with the Redmond Community Development Guide and must include the items below

A. Five (5) copies of a Site Plan, drawn to a scale of no smaller than 1" = 20' showing the following information for the subject property:	
1. General Information (to be provided on cover sheet)	
-Legal description and parcel number(s) of the site	
-Proposed IBC construction type	
-Site Size, gross and net (square feet and acres)	
-Small scale vicinity map relating the proposed development to existing streets, other developments and significant land features within ¼ mile of the subject property.	
-Name, address, phone number and e-mail address of the developer, building, surveyor, engineer (s), architect, land planner, arborist and other professionals involved	
- Notation of existing zoning classification	
2. Location of buildings related to the action	
3. Location and dimensions of proposed street and/or utility proposed within the critical area.	
4. Parking areas, landscape areas and other development features	
5. Site topography at 2-foot contours	
6. Existing Critical Areas, including streams, wetlands, frequently flooded areas, fish and wildlife habitat conservation areas, wellhead protection zones, landslide hazard areas, erosion hazard areas, seismic hazard areas, ponds and other surface water features, and associated buffers	
7. Location of any State Shorelines and their associated wetlands. Plans must demonstrate compliance with RCDG 20D.150, Shoreline Regulations.	
8. Any proposed mitigation needed to reduce or eliminate the impact to the Critical Area.	
9. If the site is within the floodplain, the Base Flood Elevation must be shown	
B. Three (3) copies of a CAO (Critical Areas Ordinance) Report for Critical Landslide Hazard areas which contains all applicable information within Appendix 20D-2 of the Redmond Community	

Development Guide, including a geotechnical evaluation identifying the risks of damage from the proposal, both off site and on site. The evaluation must include an analysis of whether the proposal will increase the risk of occurrence of the potential geologic hazard, and must identify measures to eliminate or reduce risks.	
C. Two (2) copies of a CAO mitigation report/plan demonstrating/describing compliance with the Critical Areas Ordinance (RCDG 20D.140)	
<p>D. The applicant must provide in writing and graphical depiction how the request satisfies each of the criteria listed below:</p> <ol style="list-style-type: none"> 1. The proposed street and/or utility must be identified in an adopted plan as of October 1, 1997, such as the Comprehensive Plan, Capital Facility Plan, Transportation Improvement Plan or other Utility Facility Plan. 2. The applicant must demonstrate that alternative locations for the street and/or utility have been considered which avoid impact to the landslide hazard areas and are determined to be economically or functionally infeasible. 3. The applicant must demonstrate that if no other feasible alternative exists, other than location the street and/or utility within a Landslide Hazard area, that the impact to such area has been minimized by limiting the magnitude of the proposed construction to the extent possible 	
E. Other items required (to be completed by staff prior to intake meeting)	
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Attachment A
Staff Approval for Scheduling Formal
Application Intake Meeting for *PREP* Project
(to be completed by City review staff)

This form is to be completed at the end of the PREP process. Upon completion of this form by the City review staff, the applicant may schedule a formal intake appointment by calling 425-556-2494. The applicant must bring this form (original) to the appointment to bypass the review for completion. In order to ensure a smooth intake process, please have your filing fees estimated by a Planner prior to your appointment. Please note this form is NOT required for submittal of plans for PREP Kick-Off Meeting. Please refer the PREP Pre-Application Form if you are just beginning the PREP Process.

The following project has been reviewed for completeness of the PREP submittal requirements and may be accepted by the Development Services Center:

Title: _____

Development # _____

Pre-Ap #(S) _____

Review Group	Signature of Reviewer
Engineering/Transportation:	
Planning:	
Stormwater/Clearing and Grading:	
Water/Sewer:	
Fire:	